

BOARD OF PUBLIC WORKS AND SAFETY  
APRIL 23, 2010  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, April 23, 2010 at 10:30 A.M. in the Council Chambers at City Hall. Mayor Ernest B. Wiggins presided and the following persons were noted as present or absent:

**PRESENT:** Board Members Charles Smith, Joe Thallemer and Mayor Wiggins. Also present Clerk-Treasurer Lynne Christiansen, WWTP Superintendent Brian Davison, WWTP Collections Office Manager Mary Lou Plummer, Fire Territory Chief Mike Rice, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Police Operations Lieutenant Bret Richardson, Police Patrol Lieutenant Steve Rockey, Warsaw Police Officers Jonathan Rice and Phillip Reed, Cemetery Sexton Hal Heagy, Park Activity Director Staci Young, Warsaw Street Department Superintendent Lacy Francis, Human Resource Director Jennifer Whitaker, Optimist members John Elliott and Art Gakstatter, and reporter Jennifer Peryam with the Warsaw Times Union.

**ABSENT:** City Attorney Mike Valentine

The meeting was called to order by Mayor Wiggins, followed by the Pledge of Allegiance.

**MINUTES –**

The minutes from the April 9, 2010 Regular Session were presented for approval. Board member Smith made a motion to accept the minutes as presented, seconded by Thallemer, motion carried by unanimous vote.

**UNFINISHED BUSINESS –**

None.

**NEW BUSINESS-**

**BREAKFAST OPTIMIST CLUB STREET CLOSURE FOR CAR SHOW-**

Warsaw Breakfast Optimist member John Elliott requested the City approve the closure of 2 (two) blocks of Center Street, 2 (two) blocks of Buffalo Street, 2 (two) blocks of Market St., 1 ½ (one and a half) blocks of Main Street, 1 (one) block of Indiana St., and 1 (one) block of Lake Street during the City of Lakes Cruise-In sponsored by the Warsaw Breakfast Optimist Club. The event is scheduled for Saturday, May 22, 2010. After discussion, motion was made by Thallemer to approve the street closures, seconded by Smith, carried by unanimous vote.

**FAT AND SKINNY TIRE/BMX BIKE DEMONSTRATION-**

Rob Gast requested closure of Center Street between Indiana and Buffalo Street on Friday, April 30<sup>th</sup> 2010 between 5:00 p.m. and 7:00p.m., for a Freestyle BMX Event. Motion made by Smith to approve the request, seconded by Thallemer, carried by unanimous vote. (No documentation attached, request was via telephone call).

**POLICE OFFICERS REED & RICE SWORN IN/POLICE –**

Police Chief Scott Whitaker introduced Police Officers Phillip Reed and Jonathan Rice. Mayor Wiggins administered their oath of office as police officers for the City. Mayor Wiggins and board members congratulated both officers for their promotions to First Class Patrolmen.

**ICJI 2010 EDWARD BRYNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) 10k & UNDER PROGRAM/POLICE –**

Lt. Kip Shuter presented a request to apply for a total of \$9,270 in grants from the Indiana Criminal Justice Institute, Jag \$10,000 and Under, equipment grant. The grant is to procure equipment to satisfy the new Supreme Court Evidence Rule 617 requiring law enforcement to electronically record evidence of a statement made by a person during a custodial interrogation of a felony crime. There is a 10% match required for a breakdown of \$927.00 from the Police Department budget, and \$8,343.00 requested from the ICJI. The award period is from July 1, 2010 to December 31, 2010. After discussion, a motion was made by Thallemer to apply for the grant, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

**SALT BID AWARD/STREET –**

Superintendent of Public Works Lacy Francis presented a recap of bids received for the 2010/2011 purchase of bulk rock road salt:

- (1) Detroit Salt – Declined To Bid
- (2) Cargill - \$66.20 per ton.
- (3) North American - \$70.77 per ton.
- (4) Morton - \$77.25 per ton.

Mr. Francis recommended approval of Cargill at \$66.20 per ton. Motion made by Smith to approve the Cargill bid, seconded by Mayor Wiggins, carried by unanimous vote.

(Copy of bid recap attached to minutes).

**TRUCK PURCHASE/STREET DEPARTMENT–**

Superintendent of Public Works Lacy Francis requested permission to purchase a 1987 International Salt Truck with 386,940 miles from Selking International for \$9,500. Other bids came in at \$17,500 for a 1988 Mack U600 with no mileage listed, and \$10,988 for a GMC Brigadier with 261,324 miles. After discussion motion made by Mayor Wiggins to approve the purchase, seconded by Thallemer, carried by unanimous vote.

(Documentation attached to minutes).

**NEW BOBCAT QUOTES/ROTATING TRADE-IN PROGRAM/STREET DEPARTMENT-**

Superintendent of Public Works Lacy Francis requested permission to obtain quotes for a new Bobcat that has been budgeted for this year. Mr. Francis also requested permission to check pricing for a rotating program for a Bobcat Excavator and Bobcats. The rotating program will allow for machinery to be traded-in before maintenance and repairs become too expensive. After discussion motion made by Smith to approve the price checks, seconded by Thallemer, carried by unanimous vote. (Documentation attached)

**UNCOLLECTIBLE DEBTS/WWTU COLLECTION OFFICE-**

Mary Lou Plummer, WWTU collection office manager, presented an uncollectible debt for services at 421 W. Center St under the name of Jared Vanness where the house has been demolished and no longer stands. She asked for permission to delete the debt of \$68.46 and finalize the account. After discussion motion made by Smith to approve deleting the debt from the records, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes)

**UNDER BILLED SERVICE/WWTU COLLECTION OFFICE-**

Mary Lou Plummer, WWTU collection office manger, presented documentation where service to several locations has been under-billed, the list is as follows:

1. 311-318 Sophie Lane, 16 unit apartment building that has been billed as a 12 unit building-\$9,194.00
2. 2482 Nature View Dr(Weiss Homes).- \$880.20
3. 3252 Doe St.(Kinder)-\$684.60
4. 2142 Heather Ct.(Ault)-\$911.00
5. 587 Buck Trail (Munson)-\$260.80
6. 1410 E. Center St. (3 unit apartment building)-\$9,531.60

Ms. Plummer asked for guidance from the board as to either collecting the total amount owed without penalty or to forgive the amounts owed. After discussion motion made by

Thallemer to table the discussion until owners of the properties are contacted and some sort of internal policy is established, seconded by Smith, carried by unanimous vote. (Documentation attached to minutes). TABLED

#### **2009 INDIANA HOMELAND SECURITY FOUNDATION GRANT/FIRE-**

Warsaw-Wayne Fire Territory Chief Mike Rice advised the board that he had been notified of receiving an awarded amount of \$16,630.00 from the 2009 Fire Act Grant that had previously been applied for. The original amount requested was \$17,130.00 resulting in a \$500 deduction. The federal share of the matching grant is \$14,967.00 with the fire territory's share being \$1,663.00. Chief Rice asked the board to accept this grant. After discussion motion made by Smith to approve the grant, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

#### **PERMISSION TO APPLY FOR VARIOUS GRANTS/FIRE-**

Warsaw-Wayne Fire Territory Chief Mike Rice came before the board to ask for permission to apply for several grants to help support the Play It Safe Family Safety Day to be held September 11, 2010. The list is as follows:

1. K21 Health Foundation Grant-\$3,000.00 (no matching funds required)
2. Kosciusko County Community Foundation, Inc. Grant-\$2,000.00 (no matching funds required)
3. Kosciusko County Convention, Recreation & Visitor Commission Grant-\$1,500.00 (no matching funds required)

After discussion motion made by Mayor Wiggins to approve the grant, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes).

#### **CONTRACTS/CLASSIC ROCK CONCERT/ZUMBA WORKSHOP PARK –**

Park Activities Director Staci Young presented the following contracts for approval.

-Stage-Pro. Inc-Classic Rock Concert/Backline Equipment/Technician - \$2,000.00. After discussion, motion made by Thallemer to approve the contract, seconded by Smith, carried by unanimous vote

-Rebecca Moreno-Fitness Instructor for Zumba Workshop (Sept/Oct)-\$360.00. After discussion, motion made by Thallemer to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Contract Worksheets attached).

#### **FUNDING FOR GIS MAPPING/CEMETERY-**

Oakwood Cemetery Sexton Hal Heagy presented a contract for \$2,000.00 a year for three years for Photographic Field Survey and GIS Data Input in conjunction with the Kosciusko County Historical Society. One or two photographs would be taken of each headstone at Oakwood Cemetery, adding the location of each burial site information to the GIS database available through the Kosciusko County "Beacon" Map website. Money to fund the project would come from the Council Budget for 2010, and from the Cemetery Budget for the remaining two years. After discussion, motion made by Smith to approve the contract, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes).

#### **WORKERS COMPENSATION INSURANCE RENEWAL/HUMAN RESOURCE-**

Director of Human Resources Jennifer Whitaker presented a renewal policy for Workers Compensation Insurance through Accident Fund National Insurance Company from May 1, 2010 through May 1, 2011 for \$98,867.00. An additional \$20.00 charge will be added to the total premium mentioned earlier since a quarterly payment plan was selected for an additional charge of \$5.00 per payment. After discussion, motion made by Thallemer to approve the renewal policy, seconded by Smith, carried by unanimous vote. (Documentation attached to minutes).

#### **NEW HIRES/REHIRES/CHANGES-**

Human Resource Director Jennifer Whitaker presented for approval lists of ten (10) payroll changes and new hires, more specifically set forth as listed: **Fire**-Brooke Murphy promoted to Captain, **WWTU**-Gregory Weber and David Leiter, **Street**-Todd Braddock, **Park**-six (6) seasonal/part-time. After discussion motion made by Smith to approve all new hires and seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes).

**TRAVEL REQUESTS-**

A list setting forth for one (1) travel request: Mayor Ernie Wiggins in June for the Mayor Conference/IACT in Jeffersonville, In. After discussion, motion made by Smith to approve the request, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes).

**SPECIAL CLAIMS-**

Clerk's office submitted a listing of special claims for approval of payments totaling \$26,377.03 Motion was made by Smith to approve all special claims, seconded by Mayor Wiggins. Motion carried by unanimous vote. (Documentation attached to minutes).

**CLAIM DOCKETS-**

The following claim docket was presented for approval.

Regular Docket - \$1,365,236.14

After discussion, motion was made by Mayor Wiggins to approve all claims for payment, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes).

**WARSAW HOUSING AUTHORITY OPENINGS/MAYOR-**

Mayor Wiggins announced that there are two openings on the Warsaw Housing Authority Board. It needs to be politically balanced and the Mayor asked Human Resource Director Jennifer Whitaker to seek persons who may be interested in filling the seats.

**ADP PAYROLL ELECTRONIC TRANSMISSION REQUEST/CLERK-TREASURER'S OFFICE-**

Clerk Treasurer Lynne Christiansen presented a document for signatures from ADP the city's Payroll Company explaining that the electronic transmission for payroll was changing from dial-up to DSL. After discussion motion made by Mayor Wiggins to sign the document, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes).

**DIANE GROSE RETIREMENT/CEMETERY-**

Cemetery Sexton Hal Heagy announced that cemetery employee and Administrative Assistant Diane Grose had presented to him her intentions to retire on May 28, 2010 after twenty-two (22) years of service with the city. Applications are being accepted to replace her position.

**STREET PROJECT UPDATES/STREET-**

Street Superintendent Lacy Francis advised that the Parker St. Project was continuing within its projected time line. He also advised that the project along Country Club Drive South was continuing as well.

**ADJOURN-**There being no further business to come before the Board by a motion duly made by Mayor Wiggins and seconded by Smith, the meeting was adjourned.

**ATTEST:**

**Lynne Christiansen, Clerk-Treasurer**